Operation Guidelines for Exchange Students between the Department Computer Science and Information Engineering (CSIE) at National Taiwan Normal University (NTNU) and the Department of Information Technology at Uppsala University

Article 1   The *Operation Guidelines* is hereby stipulated to select exchange students for further education in Information Technology Department, Uppsala University.

Article 2   Application Requirement

1. Students in his/her junior year (or above) of the Department (including the graduate student, provided that, however, they have studied in the Department for more than one year).
2. Students have achieved an average of 75 or more points in their academic transcript in the University, and 75 or more points in the required and elective courses of the Department on average.
3. English proficiency: any of the following five must be met:
   (1) Those who have passed the preliminary and secondary test of the high-intermediate test of General English Proficiency Test (GEPT), or those who have passed the preliminary and secondary test of the intermediate test of GEPT as well as have completed the two high-intermediate courses of "Extension Course - English" offered by the NTNU Extension, School of Continuing Education and obtained the Certificate of Completion.
   (2) Those who have obtained the proof of New Internet-based TOEFL with score of 79 or above, or those who have obtained the New Internet-based TOEFL with score of 61 or above as well as have studied and obtained the Certificate of Completion of two high-intermediate courses of "Extension Courses - English" offered by the NTNU Extension, School of Continuing Education.
   (3) Those who have obtained the proof of Computer-based TOEFL with score of 213 or above, or those who have obtained the Computer-based TOEFL with score of 173 or above as well as have studied and obtained the Certificate of Completion of two high-intermediate courses of "Extension Courses - English" offered by the NTNU Extension, School of Continuing Education.
   (4) Those who have obtained the proof of TOEIC with score of 750 or above, or those who have obtained the proof of TOEIC with score of 650 or above as well as have studied and obtained the Certificate of Completion of two high-intermediate courses of "Extension Courses - English" offered by the NTNU Extension, School of Continuing Education.
   (5) Those who have obtained a degree that is both recognized by English-speaking countries and certified by the Ministry of Education.

Article 3   Course Requirement

1. Exchange students are required to take at least one course related to information technology or information engineering during their stay in Sweden.
2. The exchange student must submit proof of taking courses at the Department of Information Technology, Uppsala University after the end of period II (before the end of January) and must have passed at least two courses with 5 credits in Sweden.
3. If the above conditions are not met, the Department may revoke the student's exchange qualification.

Article 4   Application Processes:

1. Deadline: application must be made within 3 weeks after the start of the second semester of each academic year.
2. Application documents:
   (1) One application form for each exchange student.
   (2) Calculate the average score of academic record, the list of professional subjects of the

Department and the average score, and attach the transcript of every year to certify it.

  (3) One copy of transcript of an English proficiency test.

  (4) Description of financial source for living expenses.

  (5) One copy of the study plan.

  (6) If there are no supporting documents for any of the above items, the application will be reviewed through an interview by the faculty members of the Department.

Article 5 Review

  1. Review of written documents: the attached materials shall be reviewed by at least three faculty members invited by the department chair.

  2. Interview arranged as necessary.

Article 6 In case that an exchange student cannot attend the exchange school as scheduled, he/she should apply to the Department Office for revocation of admission and is not eligible to apply for reservation of admission.

Article 7 The duration of study abroad for exchange students is one year. If necessary, they may apply again.

Article 8 The subjects and credits earned during the period of studying abroad will be reviewed and approved by the Department.

  1. Master students are required to take the "Directed Study" course of the Department during their study abroad and are not allowed to apply for exemption.

  2. Master students are entitled to a course exemption of no more than one "Seminar" course per semester when they are studying abroad.

  3. The courses taken by students during their study abroad may be counted as credits.

Article 9 The Operation Guidelines has been approved at the Faculty Meeting of the Department before the implementation. The same applies to any amendments.